The Hit List for Mac

User Manual

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Chapter 1: The Hit List Basics

What is The Hit List?

The Hit List is a simple, yet sophisticated application to manage the daily chaos of your modern life. Based on the simple concept of making lists, The Hit List lets you plan, forget, then act when the time is right.

Chapter 2: Collect Tasks

Repeating tasks

Examples of repeating tasks

TYPE	EXAMPLES
Daily	Every day Every single day Daily
Every n days	Every 2 days Every two days 2d
On days of the week	Every week on Mondays Every mon Every week on Monday and Tuesday Every mon & tue Mondays or Tuesdays Every Monday through Thursday Every Monday to Thursday mon to thu
Every n days of the week	Every other Monday On Mondays every other week Every third Saturday Every three weeks on Saturdays Every 3rd sat Every 2w on wed, thu, and fri
Every n months	Every other month 2m

On specific days of the month	Every month on the 1st On each first of the month Monthly on the first Every month on the 1st of the month 1 Every month on the 5th and the 20th day On the 5th and 20th of the month 5, 20 Every month on the 1st through the 6th Monthly on the first through the sixth On the 1st through the 6th of every month
On nth day of the week of the month	On every second Monday of the month Monthly on every 2nd Monday Every month on second Mondays 2nd mon of the month
Yearly	Every year on January first On January 1st of every year jan 1 Every last sun of October through April Every oct through apr on the last Sunday
Last day of the month	Every last day of the month last day

Chapter 3: Optimize The Hit List for Your Work Style

Preferences

General preferences

PREFERENCE	EXPLANATION
Play sounds	Play sound effects when completing a task or hiding tasks
Predict tags when editing task title	The Hit List learns how you tag tasks and can suggest a tag when you create new tasks.
Complete parent task when all-subtasks are completed	When you complete the last subtask, mark the parent task as completed.
Timer window stays on top of other windows	Make the timer window always stay on top of other windows.
Enable card animations	When you're in the card view mode, certain actions trigger an animation. You can enable or disable those animations with this preference.
Enable Spotlight indexing	On Mac OS X 10.6 or higher, you can enable Spotlight indexing.
Dock action count	Show number of incomplete tasks in the Inbox, the Today list, or both, in the Dock icon badge.
Reset...	Reset all preferences back to the initial defaults.

Sync Service preferences

The following buttons are available when you sign into your sync account.

PREFERENCE	EXPLANATION
Manage Account...	Open The Hit List Sync Service account in your web browser.
Perform Full Sync...	Send all tasks and download all existing tasks from sync service.
Sign Out	After signing out of your sync account, you will have to sign back in to sync again.
Purchase or Extend Subscription...	Purchase a subscription if you have not purchased yet, or extend your subscription if you already have an active subscription.

Reminders sync preferences

PREFERENCE	EXPLANATION
Sync with system reminders	Enable or disable syncing with system reminders.
Reminders lists	Select a Reminders list to choose which tags or lists should be synced there. You can temporarily disable syncing on the Reminders list by ticking off the checkbox in front of it. A task cannot be synced to more than one Reminders list. Thus, if more than one Reminders list matches a task, it will be synced to the one higher in the list. You can rearrange the order of the Reminders lists through drag and drop.
Sync with	Choose which tags or lists should be synced with the selected Reminders list.

Shortcut preferences

PREFERENCE	EXPLANATION
Quick Entry window	Click to choose a keyboard shortcut for the Quick Entry window.
Quick Entry with context	When the Quick Entry window is opened via the shortcut set here, the information from the foreground application is used to create the task.
Configure System Service…	Opens the Keyboard System Preferences window where you can enable or disable the system service and change its global keyboard shortcut. Once the window is open, you might have to click on "Keyboard Shortcuts" then "Services" to be able to configure the system service.
Close tab	Choose the keyboard shortcut that closes the current tab.

Update preferences

PREFERENCE	EXPLANATION
Check for updates at startup	Enable or disable checking for updates at startup.
Check Now	Check immediately if there are any updates available.
Send anonymous system profile information	The system profile information includes details such your CPU type, operating system version, type of Mac, amount of RAM installed, and more. This information is sent at most once per week.

Registration preferences

PREFERENCE	EXPLANATION
Name	Name the person to whom the license is registered

License Key	If you don't know what your license key is, you can find it in the order receipt that was emailed to you at the time of purchase.
Purchase License...	Click to purchase a license using the in-app store.
Find My License Key...	If you have lost your license key, click to visit our web store where you can tell us your email address to have your order receipt emailed to you again.

Keyboard shortcuts

You can use keyboard shortcuts to quickly accomplish many tasks in The Hit List. To find the shortcuts for common commands, look in the The Hit List menus, or use the table below as a reference. Many items in The Hit List (for example, tasks and column headings) also have contextual menus. To see a contextual menu, press the Control key and click the item. To perform an action, press the shortcut keys indicated below.

ACTION	SHORTCUT	
The Hit List menu shortcuts		
Preferences…	Command-Comma	⌘,
Hide The Hit List	Command-H	⌘H
Hide Others	Command-Option-H	⌥⌘H
Quit The Hit List	Command-Q	⌘Q
File menu shortcuts		
New Task	Command-N	⌘N
New Task Below	Return	↩
New Sub-Task	Shift-Return	⇧↩
New List	Command-Shift-N	⇧⌘N
New Folder	Command-Control-N	^⌘N
New Smart Folder…	Command-Option-N	⌥⌘N
New Tab	Command-T	⌘T

Close Window	Command-W	⌘W
Close All	Command-Option-W	⌥⌘W
Archive List	Command-K	⌘K
Sync	Command-Option-S	⌥⌘S
Page Setup…	Command-Shift-P	⇧⌘P
Print…	Command-P	⌘P
Edit menu shortcuts		
Undo	Command-Z	⌘Z
Redo	Command-Shift-Z	⇧⌘Z
Cut	Command-X	⌘X
Copy	Command-C	⌘C
Copy with Notes	Command-Option-C	⌥⌘C
Copy as Link	Command-Shift-Option-C	⌥⇧⌘C
Paste	Command-V	⌘V
Paste and Match Style	Command-Shift-Option-V	⌥⇧⌘V
Select All	Command-A	⌘A
Select None	Command-Shift-A	⇧⌘A
Select menu shortcuts		
Up	K	K
Down	J	J
Left	H	H
Right	L	L
Font menu shortcuts		
Show Fonts	Command-Shift-T	⇧⌘T

Bold	Command-B	⌘B
Italic	Command-I	⌘I
Underline	Command-U	⌘U
Bigger	Command-Plus	⌘+
Smaller	Command-Minus	⌘–
Show Colors	Command-Shift-C	⇧⌘C
Copy Style	Command-Option-C	⌥⌘C
Paste Style	Command-Option-V	⌥⌘V
Find menu shortcuts		
Search	Command-F	⌘F
Find…	Command-Option-F	⌥⌘F
Find Next	Command-G	⌘G
Find Previous	Command-Shift-G	⇧⌘G
Use Selection for Find	Command-E	⌘E
Jump to Selection	Command-J	⌘J
Spelling and Grammar menu shortcuts		
Show Spelling…	Command-Colon	⌘:
Check Spelling	Command-Semicolon	⌘;
Special Characters…	Command-Option-T	⌥⌘T
View menu shortcuts		
Go Back	Command-Left Bracket	⌘[
Go Forward	Command-Right Bracket	⌘]
Go To menu shortcuts		
Inbox	Command-Option-1	⌥⌘1

Today	Command-Option-2	⌥⌘2
Upcoming	Command-Option-3	⌥⌘3
Group Above	Command-Option-Left Bracket	⌥⌘[
Group Below	Command-Option-Right Bracket	⌥⌘]
Outline	Command-1	⌘1
Card	Command-2	⌘2
Lists	Command-3	⌘3
Tags	Command-4	⌘4
Outline menu shortcuts		
Collapse	Command-Control-Left Arrow	^⌘←
Expand	Command-Control-Right Arrow	^⌘→
Expand All	Command-Control-Down Arrow	^⌘↓
Collapse All	Command-Control-Up Arrow	^⌘↑
Columns menu shortcuts		
Start Date	Command-8	⌘8
Due Date	Command-9	⌘9
Estimated Time	Command-0	⌘0
Show Go To Bar	G	G
Show Hints Bar	?	?
Show Filter Bar	R	R
Hide Sidebar	Command-Shift-L	⇧⌘L
Show Task Information	Command-Shift-I	⇧⌘I
Expand Notes	Command-Shift-Quote	⇧⌘'
Show All Completed Tasks	Command-Shift-H	⇧⌘H

Show Number of Actions	Command-Shift-U	⇧⌘U
Enter Full Screen	Command-Control-F	^⌘F
Task menu shortcuts		
Mark as Cancelled	X	X
Start Today	T	T
Due Today	Shift-T	⇧T
File to List	F	F
Begin Timing	B	B
Stop Timing	Command-Period	⌘.
Move menu shortcuts		
Up	W	W
Up 5 Rows	Shift-W	⇧W
To Top	Option-W	⌥W
Down	S	S
Down 5 Rows	Shift-S	⇧S
To Bottom	Option-S	⌥S
Left	A	A
Right	D	D
Tag	Slash	/
Tag Context	@	@
Edit Note	Command-Quote	⌘'
Priority menu shortcuts		
1	1	1
2	2	2

3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
None	0	0
Raise Priority	'	'
Lower Priority	;	;
Estimated Time menu shortcuts		
Add 1 Hour	Period	.
Add 30 Minutes	Shift-Period	⇧.
Subtract 1 Hour	Comma	,
Subtract 30 Minutes	Shift-Comma	⇧,
Due Date menu shortcuts		
Add a Day	Right Bracket	]
Add a Week	Shift-Right Bracket	⇧]
Subtract a Day	Left Bracket	[
Subtract a Week	Shift-Left Bracket	⇧[
Start Date menu shortcuts		
Add a Day	Equals	=
Add a Week	Shift-Equals	⇧=
Subtract a Day	Minus	-

Subtract a Week	Shift-Minus	⇧–
Repeat…	Command-R	⌘R
Open Link	V	V
Open Link in Background	Shift-V	⇧V
Show in List	Command-L	⌘L
Hide Completed Tasks	Backtick	`
Window menu shortcuts		
Minimize	Command-M	⌘M
Minimize All	Command-Option-M	⌥⌘M
Select Next Tab	Command-Shift-Right Bracket	⇧⌘]
Select Previous Tab	Command-Shift-Left Bracket	⇧⌘[
Help menu shortcuts		
The Hit List Help	Command-?	⌘?

Custom URL scheme

The Hit List supports a custom URL scheme for controlling some aspects of the application.

Look up by UID

```
thehitlist:///UID
```

Every group and task in The Hit List is internally given a unique ID. Clients that know such an ID can request the group or task be opened. On the Mac, you can get this kind of URL for a task by choosing “Copy as Link” in the Edit menu.

Availability: Mac

Look up lists or folders by name

```
thehitlist:///path/to/group
```

The route to a list is specified as a path in the URL, using the name of each group. Some examples:

URL	EXPLANATION
`thehitlist:///Inbox`	Opens the Inbox
`thehitlist:///Bucket%20List`	Opens a list or folder named “Bucket List”
`thehitlist:///Projects/Shed`	Opens a list or folder named “Shed”, inside of the folder “Projects”

Names are handled case-insensitively, so you can specify either `inbox` or `Inbox`, for example. Non-URL path characters — such as spaces — need to be percent encoded. See “Bucket List” above, for example.

Availability: Mac

Create tasks

```
thehitlist:///folder/list/tasks?method=POST&title=Reach+88mph
```

As above, the URL path specifies which list the task should be created in. The URL query begins at the `?` character. The query is composed of a series of parameter names and values separated by ‘`&`’ symbols. A ‘`=`’ character is used to separate parameter name and value.

Spaces are accepted as either a ‘`+`’ symbol for convenience, or as the full `%20` sequence. Consequently, if you require an actual ‘`+`’ character, it must be encoded as `%2B`.

Parameter names are case-insensitive. Parameters may appear in any order. Unrecognized parameter names or values are ignored. The result of duplicate parameter names is undefined. If the specified list does not exist, the request goes ignored.

PARAMETER	EXPLANATION	AVAILABILITY
`title`	Title of the new task. As when typing in a task, `/` or `@` may be used to specify a tag.	Mac and iOS
`notes`	Notes to include in the task	Mac and iOS
`url`	The URL to include in the task notes	Mac and iOS
`urlTitle`	The name of the link for the URL	Mac
`startDate`, `dueDate`	Dates can be specified using the shorthand values that The Hit List application understands. For example, “6/4”, “June 4, 2010”, “4” (4th of the next month), “wed”, “4d” (in four days), “today”, “t” (today), and so on and so on. If you add a task to the Today group, the start date gets automatically set to today.	Mac and iOS, although iOS only supports a limited range of date formats
`estimatedTime`	Example values are 30m, 0.5h 1d, and so on	Mac and iOS. Time estimates aren’t visible in the iOS app, but they will show up when synced back to a Mac.
`priority`	Priority can range from 0 to 9 where 0 is no priority. In the iOS app, priorities 1 & 2 are red, 3 & 4 yellow, 5 grey, 6 & 7 blue, and 8 & 9 green.	Mac and iOS
`index`	An index value of `n` will insert to that index in the list. Index of `-1` is a special case where it will add to the end of the list. The default is 0.	Mac

Examples

```
thehitlist:///inbox/tasks?method=POST
```

Creates an empty task in the Inbox.

```
thehitlist:///Bucket%20List?method=POST&title=Swim+with+dolphins&notes=Perhaps+in+Mexico?
```

Creates a task named “Swim with dolphins” in “Bucket List”. Notes are filled in with “Perhaps in Mexico?”

```
thehitlist:///inbox/tasks?method=POST&title=+@work
```

Creates a task tagged with *@work*. On iOS, the leading space places the text insertion point at the start of the title, ready to type. You can specify a trailing space instead to automatically start typing *after* the tag.

```
thehitlist:///inbox/tasks?method=POST&title=Buy+Mike+a+present&dueDate=2015-06-24
```

Creates a task with the due date 24 June 2015.